

<p align="center">U.S. DEPARTMENT OF ENERGY</p> <p align="center">NATIONAL TRANSPORTATION PROGRAM – ALBUQUERQUE</p> <p align="center">Motor Carrier Evaluation Program (MCEP)</p> <p align="center">Standard Operating Procedure</p>			
<p>Title: Requirements for NTP-A and/or Contractor Program Lead to Perform Carrier Monitoring Activities</p>			
<p>Procedure No:</p> <p align="center">NTP-A-MCEP.003</p>	<p>Revision No:</p> <p align="center">8</p>	<p>Date:</p> <p align="center">November 2004</p>	<p>Page:</p> <p align="center">Page 1 of 18</p>

1. PURPOSE

This procedure specifies a consistent approach to performing Stage 3 Monitoring activities in compliance with the requirements identified in the Motor Carrier Evaluation Program (MCEP) Management and Methodology Plans.

This procedure applies to the U.S. Department of Energy's (DOE) National Transportation Program-Albuquerque (NTP-A) and/or Contractor Program Lead performing carrier monitoring activities as identified in the MCEP Management and Methodology Plans.

2. REQUIREMENTS, REFERENCES, ACRONYMS, AND DEFINITIONS

2.1 Requirements

- a. National Transportation Program *Motor Carrier Evaluation Program (MCEP) Management Plan*.
- b. DOE Order 460.2, Change 1, "Departmental Materials Transportation and Packaging Management," October 26, 1995.
- c. DOE Order 460.2, Change 1, "Contractor Requirements Document," October 26, 1995.
- d. DOE G-460.2-1, "Implementation Guide for Use with DOE Order 460.2," November 15, 1996.
- e. DOE Order 200.1, "Information Management Program," September 30, 1996.

2.2 References

- a. *Code of Federal Regulations*, Title 10, Part 71, "Packaging and Transportation of Radioactive Material," as amended.
- b. *Code of Federal Regulations*, Title 40, Part 263, "Standard Applicable to Transporters of Hazardous Waste," as amended.
- c. *Code of Federal Regulations*, Title 49, Parts 100-180, as applicable, "Hazardous Materials Regulations," as amended.
- d. *Code of Federal Regulations*, Title 49, Parts 40 and 355-399 as applicable, "Federal Motor Carrier Safety Regulations," as amended.

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2.3 Acronyms

CFR	Code of Federal Regulations
DOE	U.S. Department of Energy
DOT	U.S. Department of Transportation
FMCSA	Federal Motor Carrier Safety Administration
FMCSR	Federal Motor Carrier Safety Regulations
HAZMAT	Hazardous Materials
MCEP	Motor Carrier Evaluation Program
NTP	DOE National Transportation Program
NTP-A	DOE National Transportation Program-Albuquerque
SEA	Safety Evaluation Area

2.4 Definitions

MCEP NTP-A Program Manager: Provides functional oversight and approval of MCEP activities; defines policy; determines procedures; directs funding allocation; controls the dissemination of information from the evaluation process to the field; schedules onsite evaluations, ensures that evaluators (MCEP Team Members) are both qualified and instructed in the MCEP process, and acts as the point-of-contact for the DOE Suspending/Debaring official.

MCEP Contractor Program Manager: Provides day-to-day support of MCEP activities under the direction of the NTP-A Program Manager.

MCEP Contractor Program Lead: Ensures initial carrier screening is performed; initiates contact with carriers; ensures accuracy of documentation received from carriers and distribution of information submitted to NTP-A; and evaluates information on carrier performance metrics received in any of the three stages of the MCEP process.

MCEP Team Member: Individuals qualified by experience and/or instructed to participate in the MCEP process as evaluators in any of the initial carrier screening, onsite evaluation, or carrier monitoring stages.

Truckload (TL): For the purposes of this program, any shipment of 10,000 Lbs. or greater tendered to a carrier at one time, on one bill of lading, will be considered a Truckload (TL) shipment.

Less-Than-Truckload (LTL): For the purposes of this program, any shipment weighing less than 10,000 Lbs., tendered to a carrier at one time, on one bill of lading, will be considered a Less-Than-Truckload (LTL) shipment.

3. GENERAL

All monitoring activities identified in this procedure will be performed by the Contractor Program Lead or other designated personnel.

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Five different outcomes can be obtained as a result of carrier monitoring activities. These results are identified in Section 4 of the MCEP Methodology Plan.

Other DOE and Contractor Transportation Personnel will provide input into the carrier monitoring process through the End User Survey on an annual basis.

Letter of Caution

Attachment E (Letter of Caution) provides a means of communicating negative trends identified through continuous carrier monitoring to an individual carrier for attention and corrective action. A carrier with driver-, vehicle-, or safety management-related Safety Evaluation Area (SEA) values ranging from 65 to 74.99 will be sent a Letter of Caution (Attachment E). This letter will notify the carrier that improvements are required to maintain the carrier's status as an approved transporter of DOE-owned materials. Unless corrective actions are taken and negative trending is improved, the MCEP may place the carrier in temporary non-use status for service as a transporter of DOE-owned materials. Carriers may be required to submit a letter stating their planned corrective actions.

Re-Evaluation Status

Attachment F (Letter of Re-Evaluation) explains the necessity for a re-evaluation of a carrier when (1) the carrier has a questionable or disturbing trend in the SafeStat reporting data (i.e. a SEA value of 75 or higher); or (2) Failure to submit or complete data requested; or (3) Questions of financial stability (i.e. bankruptcy, etc...); or (4) Change in ownership and/or DOT number; or (5) High visibility campaign; or (6) Incidents/accidents involving DOE-owned hazardous or radioactive materials.

The procedures for a re-evaluation are similar to NTA-A-MCEP.002, but the focus will be only on the problem areas (i.e. If a carrier's Driver SEA value is above 75, the re-evaluation will focus on driver issues such as hours of service, driver disciplinary policies, etc...). The re-evaluation is to verify data and any implementation of corrective actions. Once the re-evaluation is completed, a follow-up letter specifying any findings, concerns, observations, etc... will be sent to the carrier. An example of the Re-evaluation Findings Letter is found in Attachment G.

Non-Use Status

A carrier that (1) has been re-evaluated and has failed to implement corrective actions; or (2) has failed to respond to a "Letter of Caution" when corrective actions are requested; or (3) has received a conditional or unsatisfactory rating from the Federal Motor Carrier Safety Administration; or (4) does not continue to meet DOE mandatory requirements will be placed in temporary non-use status and will not be approved by the MCEP for use by DOE or Contractor Traffic Managers as a transporter of DOE-owned materials until the items identified have been corrected and verified.

Approved Carrier List / Monitoring Spreadsheet

On a monthly basis, the Contractor Program Lead will update the MCEP Approved Carrier List and Monitoring Spreadsheet (Attachment H).

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Ranking of MCEP Approved Carriers

Each carrier is ranked based upon DOT safety assessments via SafeStat, which reflects safety performance and compliance. The MCEP ranking is simply the sum of the following components:

Driver:	1.5 X (50.0 – SafeStat Driver SEA value)
Vehicle:	(50.0 – SafeStat Vehicle SEA value)
Safety Management:	(50- SafeStat Safety Management SEA value)

An MCEP score of “zero” represents neutral score, with the carrier having median values (i.e., 50th percentile) for the accident, driver, vehicle, and safety management components. A positive score represents an above average carrier, while a negative score represents a below average carrier. The maximum possible MCEP score is a positive 175.

SafeStat SEA values are based on the percentile ranking from 0 (representing the best performance) to 100 (representing the worst safety performance). The SafeStat related components are the SEA values subtracted from 50. This generates negative points for SEA values above the median (e.g. SEA value of 70 will generate -20 points). This will be detrimental to a carrier’s overall ranking because a SEA value above 50 represents safety fitness that is worst than most carriers. Also, this will give credit for an SEA value below the median (e.g. SEA value of 30 will generate +20 points) because this indicates safety fitness that is better than most carriers. The MCEP ranking reflect a weighting scheme similar to the one used in the SafeStat algorithm, which weighs the Driver SEA by 1.5 relative to the Vehicle and Safety Management SEA.

The Carrier Watch List represents those carriers with individual SEA values of 65 or higher, which is above the MCEP criteria. SEA values between 65 and 74.99 are highlighted in yellow on the MCEP Approved Carrier List and Monitoring Spreadsheet (Attachment H). Values between 75 and 100 are highlighted in red, which is not only above MCEP’s criteria but is now above DOT’s criteria.

4. PROCEDURE

- a. Monthly: Contractor Program Lead will run the updated SafeStat and SAFER reports on all approved carriers.
 - If a carrier meet Items 1-2 of DOE Mandatory Monitoring Criteria (Attachment B), no further action is required. Carrier maintains approved status.
 - SEA value between 65 and 74.99, carrier receives a Letter of Caution (Attachment E) and is placed on the Carrier Watch List section of the Carrier Monitoring Spreadsheet (Attachment H). Carriers need to demonstrate improvement and may be required to submit a letter stating what corrective actions are planned to correct the issue. On a case by case basis, MCEP Program Manager will establish a time period for carrier to show improvement. If improvement is not achieved within the time period, a re-evaluation may be necessary to determine carrier approval status.
 - SEA value of 75 or higher, carrier receives a Letter of Re-evaluation (Attachment F) and is placed on the Carrier Watch List section of the Carrier Monitoring Spreadsheet (Attachment H).
 - If a carrier’s FMCSA safety rating changes to Conditional or Unsatisfactory, the carrier is placed on temporary non-use status until a Satisfactory rating is restored.

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- b. Annually: Contractor Program Lead will send MCEP Carrier Identification Report to all approved carriers. End User Surveys will be sent to all DOE and Contractor Traffic Managers for carrier data input via Zoomerang survey system on the Web.
- c. Attachment A contains a flow diagram depicting the overall work process associated with this procedure.

5. RECORDS

Records generated as a result of this procedure are to be identified, classified, and prepared in accordance with DOE Order 200.1, and managed in compliance with the requirements specified in DOE Guidance 200.1. At minimum, the following are to be considered Quality Assurance records:

MCEP Carrier Identification Report
End User Survey
Letters of Caution
Re-evaluation Letter
Re-evaluation Findings Letter

6. ATTACHMENTS

<u>Attachment A</u>	Monitoring Process Flow Diagram
<u>Attachment B</u>	- DOE Mandatory Monitoring Criteria
<u>Attachment C</u>	- MCEP Carrier Identification Report
<u>Attachment D</u>	- End User Survey
<u>Attachment E</u>	- Letter of Caution
<u>Attachment F</u>	- Re-evaluation Letter
<u>Attachment G</u>	- Re-evaluation Findings Letter
<u>Attachment H</u>	MCEP Approved Carrier List and Monitoring Spreadsheet

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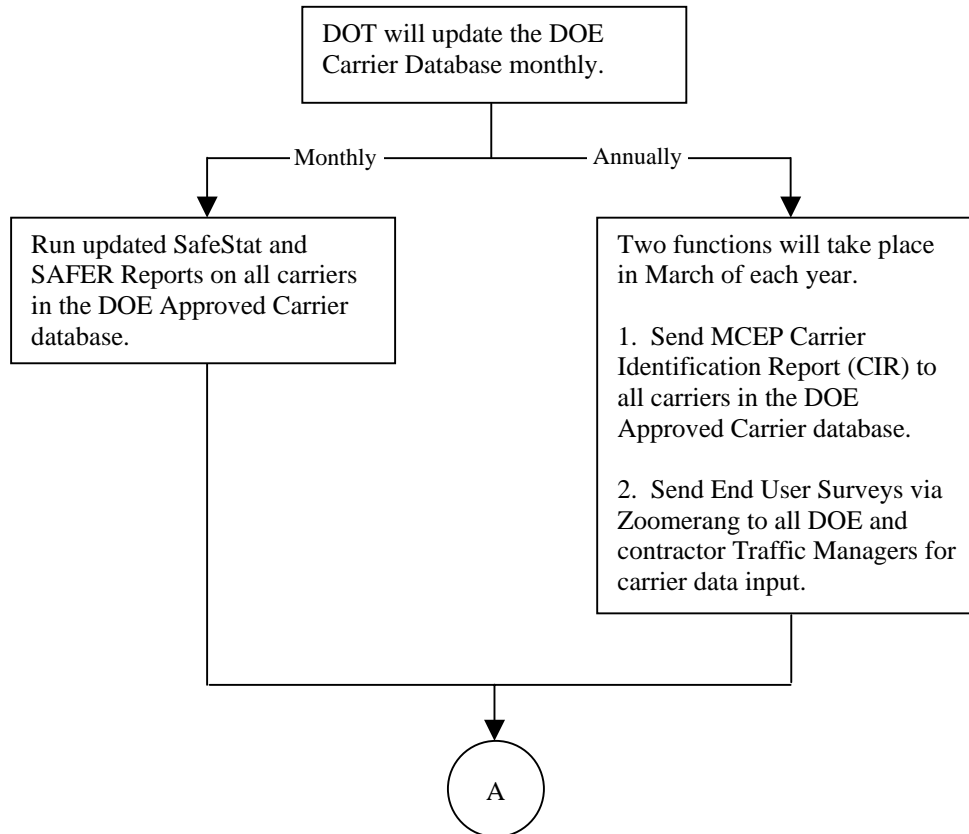
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Attachment A
Monitoring Process Flow Diagram



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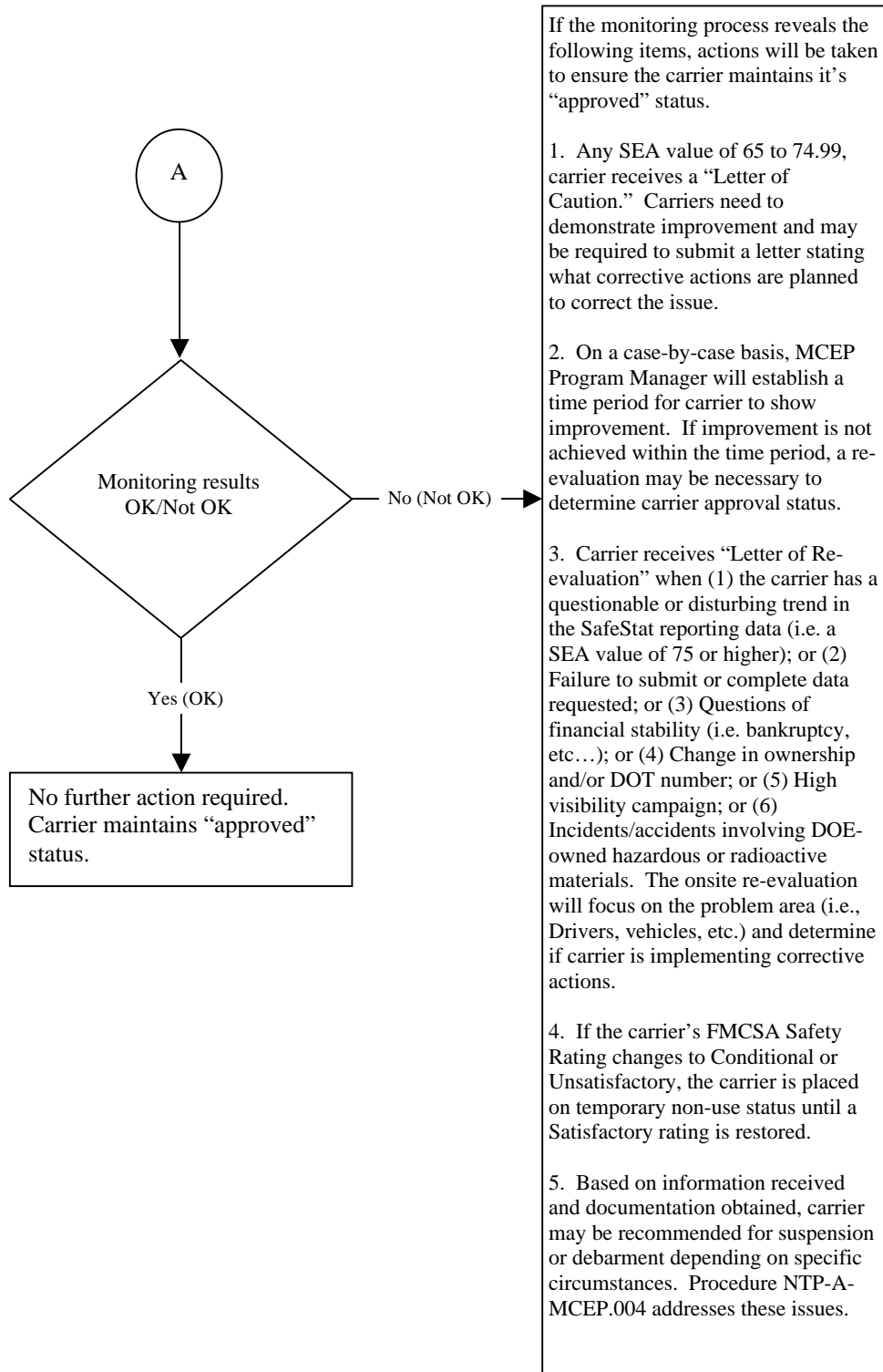
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Attachment A (cont.)
Monitoring Process Flow Diagram



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Attachment B
DOE Mandatory Monitoring Criteria

All responses to the questions should be “Yes” with the exception of question 8, which should be answered “No.” If the answer to question 8 is “Yes” and the bankruptcy is filed under Chapter 11, maintaining carrier approval status will be determined on a case-by-case basis.

DOE Mandatory Monitoring Criteria	Meets requirements	
	YES	NO
Monthly Monitoring Process (SafeStat and SAFER)		
1. The carrier must not have a "Conditional" or "Unsatisfactory" safety rating.		
2. All SEA values must be below 65.		
a. Driver SEA.		
b. Vehicle SEA.		
c. Safety Management SEA.		
Annual Monitoring Process (MCEP Carrier Identification Report)		
3. USDOT identification number.		
4. RSPA HAZMAT registration number (if applicable).		
5. EPA Registration number (if applicable).		
6. Correct amount of liability insurance coverage for the volume and types of commodities transported.		
7. Copy of completed MCS-90 and Accord form.		
8. Has the carrier filed a bankruptcy petition within the past 12 months (correct response should be NO).		

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Attachment C
MCEP Carrier Identification Report

MCEP Carrier Identification Report					
1. Name of Motor Carrier/HM Shipper			2. Trade or D.B.A. (Doing Business As) Name		
3. Street Address			4. Mailing Address (P.O. Box)		
5. City	6. State/Province	7. Zip Code + 4	8. Mailing City	9. State/Province	10. Zip Code + 4
11. Principal Phone Number		12. Principal FAX Number		13. Contact Name and Phone Number	
14. USDOT No.	15. MC or MX No.	16. Dun & Bradstreet No.	17. SCAC Code	18. Internet email Address	
19. Current Mileage Year		20. Mileage – Previous Year Year		21. Mileage – 2 yrs Previous Year	
22. Current Bankruptcy Filing <input type="checkbox"/> Yes <input type="checkbox"/> No Type of Filing State and Date of Filing			23. IRS/Tax ID # EIN # SS #		
24. Type of Carrier (Circle all that apply) A. Less Than Truckload B. Truckload C. Transcontinental D. Regional E. Local F. For-Hire Carrier G. Private Carrier					
25. Cargo Classifications (Circle All That Apply) General Freight Hazardous Materials Bulk Packages Radioactive Materials DOE Classified Materials					
26. Hazardous Materials Carried <div style="display: flex; flex-wrap: wrap;"><div style="width: 33%;"><input type="checkbox"/> Class 1 Explosives <input type="checkbox"/> Div 1.1 <input type="checkbox"/> Div 1.2 <input type="checkbox"/> Div 1.3 <input type="checkbox"/> Div 1.4 <input type="checkbox"/> Div 1.5 <input type="checkbox"/> Div 1.6 <input type="checkbox"/> Class 2 Gases <input type="checkbox"/> Div 2.1 <input type="checkbox"/> Div 2.2 <input type="checkbox"/> Div 2.3</div><div style="width: 33%;"><input type="checkbox"/> Class 3 Flammable Liquids <input type="checkbox"/> Class 4 Flammable Solids <input type="checkbox"/> Div 4.1 <input type="checkbox"/> Div 4.2 <input type="checkbox"/> Div 4.3 <input type="checkbox"/> Class 5 Oxidizers <input type="checkbox"/> Div 5.1 <input type="checkbox"/> Div 5.2 <input type="checkbox"/> Class 6 Toxic Materials <input type="checkbox"/> Div 6.1 <input type="checkbox"/> Div 6.2</div><div style="width: 33%;"><input type="checkbox"/> Class 7 Radioactive Materials <input type="checkbox"/> Low specific activity <input type="checkbox"/> Surface-contaminated object <input type="checkbox"/> Type A <input type="checkbox"/> Type B <input type="checkbox"/> Highway route controlled quantity <input type="checkbox"/> Class 8 Corrosive Materials <input type="checkbox"/> Class 9 Misc. Hazardous Materials <input type="checkbox"/> Wastes <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Low Level <input type="checkbox"/> High Level <input type="checkbox"/> Mixed <input type="checkbox"/> Hazardous</div><div><input type="checkbox"/> Fissile <input type="checkbox"/> Transuranic waste <input type="checkbox"/> Polychlorinated biphenyls <input type="checkbox"/> Spent reactor fuel</div></div></div></div>					

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Attachment C (cont.)
MCEP Carrier Identification Report

27. EPA Transporter Registration No. _____	28. RSPA Hazmat Registration No. (include current copy of certificate) Reg. No. _____ Expiration Date _____		29. Liability Insurance Coverage (include current copy of MCS-90 and Accord Form) Amount _____ Expiration Date _____	
30. Equipment	Owned	Leased	Owner/Operator	
Straight Trucks				
Truck/Tractors				
Van Trailers				
Flatbed Trailers				
Cargo Tank Trailers	Dry : Liquid : : : : :	Dry : Liquid : : : : :	Dry : Liquid : : : : :	
Dump Trailers				
Roll On/Roll Off Trailers				
Intermodal Waste Boxes				
Specialized Equipment (i.e. containment floors, etc.)				
Other (Specify)				
31. Drivers Subject To FMCSR: Union _____ Non-Union _____ Owner/Operators _____ 100-Mile Radius _____ Total Drivers _____ Total CDL Drivers _____				
Completed by: _____ Title: _____ Date: _____				

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Attachment D **End User Survey**

The End User Survey is required of each site using a carrier monitored through the DOE Motor Carrier Evaluation Program. Currently the End User Survey is accessed on the Web through the Zoomerang Survey system (<http://www.zoomerang.com/login/index.zgi>). Each DOE Traffic Manager or DOE Contractor Traffic Manager utilizing a carrier under the MCEP program must complete an End User Survey on an annual basis for each carrier being utilized under the program.

If you have any questions regarding the End User Survey, please contact the MCEP NTP-A Program Manager, Brian Hermann at (505) 845-5624, or MCEP Contractor Program Lead, Barbara Stone at (509) 372-0735 for assistance.

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Attachment E
Letter of Caution

(Name and Title of Carrier Point of Contact)

Name (*carrier*)

Address

City, State, Zip

Dear *(Name of Carrier Point of Contact)*:

The U. S. Department of Energy's (DOE) National Transportation Program-Albuquerque (NTPA) Motor Carrier Evaluation Program (MCEP) continuously monitors carriers that are approved by the program to transport DOE-owned radioactive materials and hazardous waste. Such monitoring is done via semiannual reviews of updates of the Department of Transportation (DOT) SafeStat database as well as other information to ensure that MCEP-approved carriers continue to meet the minimum DOE requirements for approval.

As negative performance trends can lead to loss of a carrier's MCEP approval and its subsequent non-use by DOE, it is NTPA policy to notify carriers of any negative data received during the MCEP monitoring process and to request an explanation of each item. This proactive approach is intended to advise and assist carriers in making whatever improvements may be necessary to maintain their eligibility for MCEP approval.

This letter is to inform *(name of carrier)* that MCEP monitoring has revealed certain negative trends in your company's performance. These negative trends are identified below:

- 1.
- 2.
- 3.

Please provide a detailed explanation of the circumstances related to these trends and corrective action(s) being taken by management within 45 days of receipt of this letter to:

(Name and address of individual to receive corrective action letter - DOE)

Please note that *(carrier)* currently remains approved by MCEP to transport for DOE. Continuation of these negative trends, however, could result in *(carrier)* losing its status as a MCEP-approved carrier of DOE-owned materials (radioactive and hazardous waste) until the problems are corrected and the corrections are verified. Failure to respond to this MCEP Letter of Caution or an inadequate response could result in the carrier being placed in a non-use status for those materials and waste that require MCEP approved status.

If you have any questions regarding this letter, please contact me at *(number of person signing the letter)* or *(name of individual)* of my staff, at *(phone number)*.

Sincerely,

(Signature and Title)

Enclosures

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Attachment F **Letter of Re-Evaluation**

(Name and Title of Carrier Point of Contact)

Name (*carrier*)

Address

City, State, Zip

Dear *(Name of Carrier Point of Contact)*:

The U. S. Department of Energy's (DOE) National Transportation Program-Albuquerque (NTPA) Motor Carrier Evaluation Program (MCEP) continuously monitors carriers that are approved by the program to transport DOE-owned radioactive materials and hazardous waste. Such monitoring is done via reviews of updates of the Department of Transportation (DOT) SafeStat database as well as other information to ensure that MCEP-approved carriers continue to meet the minimum DOE requirements for approval.

The following issues have resulted in the need for an onsite re-evaluation of *(Carrier)*:

- 1.
- 2.
- 3.

Our MCEP evaluators will be visiting your facility on *(dates)* to verify corrective actions and determine *(Carrier's)* status as a MCEP-approved carrier of DOE-owned radioactive materials and hazardous waste.

If you have any questions regarding this letter, please contact me at *(number of person signing the letter)* or *(name of individual)* of my staff, at *(phone number)*.

Sincerely,

(Signature and Title)

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Attachment G
Letter of Re-Evaluation Findings

DRAFT REPORT

(Name of Carrier Point of Contact)

Name *(Carrier)*

Address

City, State, Zip

Dear *(Name of Carrier Point of Contact)*:

On behalf of the U. S. Department of Energy (DOE) National Transportation Program-Albuquerque (NTPA), we would like to thank *(Carrier)* for your cooperation in the recent evaluation that occurred *(Dates)*. This is a follow-up letter from the DOE Motor Carrier Evaluation Program (MCEP) Team documenting the closeout meeting that was held on *(Date)*, and the results of the onsite evaluation.

As discussed by the MCEP Team during the entrance and closeout meeting and letter dated *(Date)* (Attachment 1), the purpose of this evaluation was to determine *(Carrier's)* qualification to perform services in the transportation of DOE-owned hazardous waste and/or radioactive materials. The MCEP evaluation included review of *(Carrier's)* management systems, financial stability, company policies and procedures; along with driver's qualification files, hours of service, training, maintenance, and controlled substances use and alcohol misuse testing.

The findings¹, concern(s)², recommendations³, or positive observations the MCEP Team had regarding your operations are listed in Attachment 2. Presently, the MCEP Team has not recommended *(Carrier)* as a transporter of DOE-owned hazardous waste and/or radioactive materials. However, this can be reversed (carrier approval) if *(Carrier)* management corrects the items of concern and a written response is provided to my office indicating the corrective actions that were implemented at *(Carrier)* within 30 days of receipt of this letter.

DOE NTPA will assess *(Carrier's)* response and determine if re-evaluation is warranted before placing *(Carrier)* as an approved MCEP carrier for DOE-owned hazardous waste and/or radioactive materials. Again, we appreciate the time and effort spent by *(Carrier)* during the evaluation process.

If you and/or your staff have any questions, please contact *(Name of person signing letter)*, or *(name of contact person)* of my staff at *(phone number)*.

Sincerely,

Attachments

Enclosures

¹ Findings are those items that require a corrective action plan due to their regulatory compliance nature and/or DOE requirement.

² Concerns are items not regulatory driven, but demonstrate management systems may not be in place to ensure safe transport of hazardous materials. They also require a corrective action plan.

³ Recommendations are those items that demonstrate best management practices. They are not required to be in the corrective action plan and do not have a regulatory driver associated with them.

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Attachment G (cont.)
Letter of Re-Evaluation Findings

Attachment 1

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Attachment G (cont.)
Letter of Re-Evaluation Findings

Attachment 2

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Attachment G (cont.)
Letter of Re-Evaluation Findings

DRAFT REPORT

(Name of Carrier

Findings

Item 1

[Reference]

Item 2

[Reference]

Item 3

[Reference]

Concerns

Item 1

[Reference]

Item 2

[Reference]

Item 3

[Reference]

Recommendations

Positive Observations

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MCEP Approved Carrier List and Monitoring Spreadsheet**

Carrier	DOT #	DOT Safety Rating/Date	Driver SEA	Vehicle SEA	Safety Mgt. SEA	Total MCEP Score	Total Points Possible	MCEP Rank
XXXXXX	#####	None	0	0	0	175.00	175	1
XXXXXX	#####	S - 10/93	0	4.43	0	170.57	175	2
XXXXXX	#####	None	7.3	1.94	0	162.11	175	3
XXXXXX	#####	S - 09/03	0	17.44	0	157.56	175	4
XXXXXX	#####	S - 07/90	11.46	7.5	0	150.31	175	5
XXXXXX	#####	S - 01/04	14.42	3.7	0	149.67	175	6
XXXXXX	#####	S - 10/02	11.03	9.3	0	149.16	175	7

**CARRIER
WATCH LIST**

Carrier	DOT #	DOT Safety Rating/Date	Driver SEA	Vehicle SEA	Safety Mgt. SEA	Total MCEP Score	Total Points Possible	MCEP Rank
XXXXXX	#####	S - 04/98	67.68	36.89	0	36.59	175	8
XXXXXX	#####	S - 06/95	55.11	76.9	0	15.44	175	9
XXXXXX	#####	S - 02/97	70.79	61.14	0	7.67	175	10
XXXXXX	#####	S - 06/00	60.57	77.21	0	6.94	175	11
XXXXXX	#####	S - 04/03	85.06	44.05	0	3.36	175	12
XXXXXX	#####	S - 04/04	62.6	84.93	0	(3.83)	175	13